



JOB POSTING

POSITION/TITLE:	RECYCLING COORDINATOR
DEPARTMENT:	Operations and Maintenance
TERM:	Two-Year Term Full Temporary Position

SimpCW is looking for an environmentally minded and energetic individual to promote our new community recycling program.

Nature & Scope of Work:

The purpose of the position is to offer one-year employment for a Recycling Coordinator, reporting to and working closely with the Operations & Maintenance manager. The successful candidate will promote reduction of landfill waste by engaging with community members through posters, handouts and information sessions. The coordinator will monitor acceptance and understanding of the program by engaging with community members and by travelling with the pick-up crew to observe and assist.

Qualifications:

- Passion for working with people and be able to maintain a cheerful and helpful attitude under busy and challenging circumstances
- Effective oral communication skills
- Will require a good level of physical fitness and the ability to use basic hand tools
- Nature of the facility and job is such that the successful applicant must have the ability and willingness to stand and walk throughout the day, as well as work in inclement weather
- Being an active Steward of the Land, have knowledge/understanding of SimpCW traditions and language is an asset.
- Rate of pay between \$13-15.00 per hour
- One-year term, full-time temporary position (35 hours/week) to December 31th, 2021, with possible extension, subject to the operational needs of the department
Hours of work to be discussed before and during the interview process, as Band requires flexibility, as facilities need to be locked up after hours

Skills and Abilities:

Reporting to and working closely with the Operation & Maintenance, responsibilities include, and are not limited to:

- Being a change agent, working with community members to encourage and support energy conservation behaviors and actions.
- Day-to-day operation of the recycling storage shelter including organization, cleaning and maintenance of the facility.
- Greeting the public in a friendly, professional manner, assisting with sorting and documenting while responding to public enquiries/concerns.
- Operate and maintain a skid steer with attachments (training available);
- Be involved in community engagement and awareness training.
- Prepare monthly reports, budgets, records and billing where necessary; and
- Coordinating implementation of the Community Energy Plan.
- Other duties as may be required by direct Supervisor.

Hours of Work: Normal shift for these positions is 7 hours per day, there may be extra hours required for project deadlines and additional travel, non-normal shifts may be required from time to time (weekends, statutory holidays and/or overtime).

Deadline for Applications: 4:00 pm February 28, 2021

Job Commences: April 1, 2021- two-year term

Submit a resume that demonstrates your qualifications and experience via email to: om.manager@simpcw.com

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of SimpCW or Aboriginal ancestry as per Section 16 (1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.